

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**September 24, 2008**

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**TITLE:** Financial Examiner  
**POSITION NO:** 08104  
**LOCATION:** Quality Assurance Division, Helena  
**STATUS:** Full-Time/Permanent  
**UNION:** MPEA  
**PAY GRADE:** Pay Plan 20, Pay Band 5  
**STARTING SALARY:** \$29,642 - \$32,235 annually. Depending on qualifications and internal equity.  
**SUPPLEMENT:** No

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 8, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Work is performed in an office setting with very little direct supervision. The position is responsible for saving over \$100 million annually for the department, and the position will have frequent and sometimes confrontational contact with individuals.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** The third party liability (TPL) financial examiner is responsible for the day-to-day administration of several TPL programs. These programs include Medicare buy-in, health insurance premium payment program (HIPPA), casualty recoveries, coordination with other health insurance, lien recoveries, and estate recoveries. These programs are governed by federal/state regulations and involve significant financial expertise, including knowledge of Medicaid, debt collections, probate, insurance, and computer systems.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

AN EQUAL OPPORTUNITY EMPLOYER

Knowledge: Knowledge of the Code of Federal Regulations (CFRs), Social Security Act (SSA), Medicaid State Plan, Administrative Rules of Montana (ARM), Montana Code Annotated (MCA) and other federal/state rules and regulations as they pertain to the Medicaid program, court procedures, precedents, executive orders, and court case findings; principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; office equipment and computer hardware and software, including applications and programming; economic and accounting principles and practices, the Medicaid claim processing, public assistance eligibility processing and report, and the analysis and reporting of financial data; arithmetic, statistics, and their applications; and administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Skills: Skill in time management; understanding written sentences in and paragraphs in work related documents; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; monitoring/assessing performance of yourself to make improvements or take corrective action; actively looking for ways to help people; using mathematics to solve problems; understanding the implications of new information for both current and future problem-solving and decision-making; and considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities: Ability to communicate information and ideas in speaking so others will understand; listen to and understand information and ideas presented through spoken words and sentences; read, understand, communicate information and ideas presented in writing; speak clearly so others can understand you; identify and understand the speech of another person; apply general rules to specific problems to produce answers that make sense; see details at close range; tell when something is wrong or is likely to go wrong; and combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, accounting, public administration, human services, social services, finance, computer science or legal **AND** one year of experience in determination of eligibility, computer system management, accounting and financial management, insurance

operations, claim management, personnel management, legal experience, etc. Relevant work experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and related experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview.**

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

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to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.